Evaluation for Donation Acceptance

Criteria	Answer	Comments
Do you need it?	yes □ no □	
Do you need the quantity that they are offering?	yes □ no □	
Is it what they say it is?	yes □ no □	
Is it open?	yes □ no □	
Is it contaminated?	yes □ no □	
Is it in the original container?	yes □ no □	
Is it in a used or new container relabeled properly?	yes □ no □	
Is it in a intact container that is compatible with the product inside?	yes □ no □	
What are the disposal costs?		
Do you have the storage facilities, staff training, safety and emergency response systems, and disposal program to manage it safely (hidden costs)?	yes □ no □	
Have you checked the MSDS?	yes □ no □	

Source: Massachusetts School Chemical Management Program, 2006